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3 September 1963

MEMORANDUM FOR: CIA Librarian

SUBJECT: Procedures Involved in Acquiring Foreign Serials

With reference to our meeting here on Thursday last, enclosed are the following:

1. Report from Chief, Europe Unit to Chief, Foreign Section on the processes involved in the Unit to acquire Eastern European serials. This report, drafted by Mr. [] who missed the meeting, 25X1 also contains the data you requested on the German serials renewal list and the short deadline date it carried. I consider the report well done and hope that it meets your needs.

2. An outline of the serial renewals currently in process, indicating the anticipated delivery and completion dates of subscription lists. This outline covers both CIA and non-CIA components. In the latter category, a few examples of non-CIA request forms are attached for illustrative purposes.

3. An outline of the annuals renewal action, indicating which geographic areas have completed or will complete their listings, and when.

I will send you shortly a concise report on the procedures used to acquire foreign publications of all kinds on behalf of non-CIA components. This subject was not treated at all during the meeting on Thursday.

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Chief, Acquisitions Branch

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GROUP 1
Excluded from automatic
downgrading and
declassification